

PERSON SPECIFICATION

Post: Software Trainer

| ATTRIBUTES/REQUIREMENTS | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
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| EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING | At least 3 GCSE including English & Maths. Willingness and ability to obtain and/or enhance qualifications and training for development in the post. | NVQ Level 2 or equivalent. Training Qualifications (PTLLS). | Examination of certificates and application. |
| PERSONAL CHARACTERISTICS | Ability to be flexibility when delivering training session. To be able to adapt to the changes in workload and responsibilities. Share good working practices. Strong time management skills. Excellent written and verbal skills Attention to detail. Self-starting attitude. | | Interview, application and presentation. |
| KNOWLEDGE AND SKILLS | Competent with software and the use of the internet. Proficient with Microsoft Office applications. | Understanding of assessment in primary schools. | Interview, application and presentation. |
| EXPERIENCE | Experience 12+ months in a training role. Proven experience in delivering presentations to groups. | Experience of working in the education sector. Experience of working with IT systems in the education sector. | |
| ADDITIONAL FACTORS | Full UK driving license. Willing to travel long distances. | Willing stay away from on overnight stays. | Examination of certificates and application. |
| CONTRA-INDICATORS | A satisfactory record check being undertaken by the Disclosure and Barring Service (DBS). | | |